

[Your Company's Letterhead]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, ZIP Code]
[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
This letter is to formally verify the employment of [Employee's Name]
with [Your Company's Name].
Employee Information:
- **Employee Name:** [Employee's Name]
- **Title/Position:** [Employee's Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time/Part-time/Contractor]
[Employee's Name] is currently employed with us and has demonstrated
[mention any relevant skills, contributions, or performance highlights].
If you require any further information regarding [Employee's Name]'s
employment, please feel free to contact me at [Your Phone Number] or
[Your Email Address].
Sincerely,
[Your Name]
[Your Title]
[Your Company's Name]
[Your Phone Number]
[Your Email Address]